



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF WORKERS' COMPENSATION

OFFICE TECHNICIAN (TYPING) HEADQUARTERS PERSONNEL

Position: Office Technician (Typing)

Salary: \$ 2510 - 3050

Locations: 1515 Clay Street, Oakland, Ca. 94612

Duties: Under the supervision of the Staff Services Manager I and the functional guidance of the Personnel Unit's Staff Services Analysts (SSA), the Office Technician – Typing, OT (T), is expected to exercise a high degree of confidentiality, initiative, independence, and originality in performing assigned tasks.

Handles sensitive confidential information involving the most difficult clerical functions, prepares and verifies that documents submitted to the department personnel office for processing are accurate and properly completed.

Under the direction of the personnel unit's SSA's, the OT (T) communicates with the staff of the department's personnel office (via email, phone and/or personally) to ensure that payroll close-off is met by maintaining an orderly flow of accurate, properly completed, personnel related documents from the district offices to the Personnel Specialists.

Using FileMaker software, creates and maintains personnel records in the employee database. Ensures the necessary steps for updating and maintaining the integrity of the employee database are taken. Performs other clerical duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Venus Smith

Applications accepted until August 17, 2006, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.